

Jefferson School District 14J

Code: **KH-AR**
Adopted: 3/13/00
Readopted: 9/10/07; 7/11/11
Orig. Code(s): 8500

Donations from Individuals/Organizations

1. Donations of money must be accounted for in school records in a manner approved by the fiscal officer.
2. Donation of time is within the discretion of the building administrator as long as liability concerns are strictly enforced. Example: Safety - Discern between items that can be done safely by volunteers or should be done by the district.
3. Donations of equipment must be approved by the principal and the superintendent since these items become the property of the district. Example: A trampoline never approved by the district and not insurable.
4. Donations of time, effort, materials or equipment that add to or alter existing facilities must have approval of principal, superintendent and Board.
5. If funds are to be donated over a period of time to complete a certain project, these funds should be separate from the district accounts and under the audit of nonschool personnel. Example: Booster club.
6. Appropriate plans will be submitted to the superintendent prior to actual donations. It will be the responsibility of the principal to see that these administrative rules are followed.

Procedures

Donations of computer equipment or software that add to or alter existing systems must be approved by the district fiscal office according to guidelines set by the district technology committee.

Any donated equipment or software accepted by the district and staff will become the property of the district.

Any nonmonetary gifts accepted by the district shall be acknowledged through an acceptance letter. The district will not determine the monetary value of any donated item.